

Work experience placement (WEX) at the Department of Engineering, University of Cambridge checklist

What needs to be done	Who has to do it	How to do it	Why it has to be done	Done?
Age check (if the WEX is offered in response to a personal approach)	Person offering the WEX	Ask the WEX person!	The Department cannot offer WEX to anybody under the age of 16 on the 1 st of September of the current academic year	
Write an activity plan for the duration of the placement	Person offering WEX and Outreach Officer	By collaboration between the person offering WEX and the Outreach Officer. Combining these documents simplifies the process.	Ensure the young person is purposefully occupied during their time with us.	
Write a risk assessment for the activities to be undertaken			Ensure they are doing appropriate tasks in a suitable environment	
Read the University's "Children and vulnerable adults safeguarding policy"	Everyone working with the young person should see this document. Appendix B, p19 succinctly lists the actions to be taken	http://www.hr.admin.cam.ac.uk/policies-procedures/children-and-vulnerable-adults-safeguarding-policy	This document reassures that normal, friendly but respectful workplace behaviour is appropriate behaviour around young people too. It also outlines what steps to take in the event of problems arising.	
Complete an application form	The young person	http://www.eng.cam.ac.uk/events-and-outreach/school-and-community-outreach/work-experience-department-engineering	The form requests next of kin and school contact details. It asks about any medical conditions we should know about and it offers practice at filling in formal application forms	
Sign an internet access consent form for under 18s	The young person's parent or guardian	Link to the consent form	Unlike a school, there are no technical restrictions on the content that can be accessed using the University's internet link.	
Right to work check	The young person	Bring an EU passport or passport with tier 4 visa for checking before the work experience commences.	This is a legal requirement and offers a discrete way to check that the WEX person is old enough to spend time with us.	